



QAS Committee meeting

3 December 2024

Attending:	Victor Olowe (Chair), Georgie Barnard, Helen Brown, Alison Carr, Nikhil Dodhia, Maura Fedderson, John Herbert, Kathryn Wilson
Executive Staff:	Darren Kerr
Apologies:	Emma Dalziel, Nick Ong-Seng (observer)
Online or in person	Online

Item	Title	Action
1.	Welcome, apologies and conflicts.	
1.1	<u>Welcome</u> The Chair welcomed Committee members to the meeting. The Chair welcomed the new Committee members, Georgie, Nikhil and Maura. All Committee members and the Executive team introduced themselves.	
1.2	<u>To declare any conflicts of interest</u> No conflicts of interest were declared	
2.	Approval of meeting minutes from 4 September	
2.1	<u>Review of minutes</u> Subject to two minor redactions, the Committee approved the minute. Action	Executive
3.	Action List, Committee Priorities & Action Plan	
3.1	<u>Action List</u> 401- The Committee agreed to close this action 429- [REDACTED] Action 429 is to be taken forward to the next meeting, The Executive is to bring a proposed amendment to the QAS Handbook for Committees consideration. Action	Executive
3.2	<u>Committee Priorities</u>	



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	<p>The Committee agreed that the Committee priorities should be reviewed once the new QAS Chair is in post to determine whether the priorities are still appropriate and match the goals of the QAS.</p> <p>[REDACTED]</p> <p>From January 2025, there will be an increase in the number of social media posts including paid targeted socials to raise the profile of the QAS. Blogs from QAS organisations will be promoted to highlight the benefits of the QAS.</p> <p>The Committee agreed that it would be beneficial to invite a member of the comms team to a future Committee meeting to discuss the promotion of the QAS.</p> <p>Changes to Governance - The Committee agreed to keep the priority open and keep up to date with any developments with ARGAs which may impact the QAS.</p>	
3.3	<p><u>SQAR Action Plan</u></p> <p>The Executive provided an update on the SQAR Action plan.</p> <p>The Executive advised that Annual Return forms will be reviewed in 2025 once the new Chair is in post.</p> <p>The Committee agreed that subject matters for 2025 SQAR Forums will be discussed and agreed at the next Committee meeting once the new Chair is in post. Action</p> <p>The Committee agreed that the SQAR Action Plan should be updated with clear actions, updates and outcomes.</p> <p>The Chair noted that, at the recent SQAR forum, the Executive discussed the Action Plan with the SQARs and there was endorsement that the actions were relevant and the correct actions to initially address.</p> <p>The Committee agreed that merging the three documents into one strategy will benefit the QAS and suggested an in-person strategy day. Action</p>	<p>Executive</p> <p>Executive</p>
4.	<p>Executive Update</p>	
	<p>The Committee noted the Executive Update and discussed the following:</p>	



Item	Title	Action
	<p><u>Application Pipeline</u></p> <p>[REDACTED]</p> <p><u>QAS PC Scheme</u></p> <p>[REDACTED]</p> <p><u>QAS Organisation Update</u></p> <p>[REDACTED]</p> <p><u>Specialist Review</u></p> <p>The Executive advised the Committee that the ICAEW's Specialist Review will run into 2025 as the procurement started later than previous years.</p> <p>The Committee discussed potential topics for the 2025 review and agreed to survey SQARs to gauge what topics would be most beneficial. Action</p>	Executive
5	Quality Assurance Specialist Review Report	
	[REDACTED]	
6	Annual Returns	
6.1	<p><u>[REDACTED] Annual Return</u></p> <p>The Committee were impressed with the quality of the Annual Return, noting it was one of the best examples that the Committee had seen. The Executive is to feed this positive feedback to the organisation. Action</p> <p>[REDACTED]</p>	Executive
6.2	<p><u>[REDACTED] Annual Return</u></p> <p>The Committee noted that the work done to update and implement several policies throughout the year, [REDACTED] is a good example of good practice.</p> <p>The Committee is conscious that [REDACTED] is a small organisation however, it would like the organisation to provide additional information in future annual returns in section 3.3 – SQAR Responsibilities on how SQARs operate in the firm.</p>	



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	<p>The Committee is looking for more examples of outcomes to actions in the next annual return.</p> <p>SBPR1 & SBPR3 were closed. Action</p> <p>[REDACTED]</p>	Executive
7	Quality Assurance Review	
7.1	<p>[REDACTED]</p> <p>The Committee were content with the Annual Return and the analysis of the Executive.</p> <p>The Committee agreed that, in future Annual Returns, additional information on relationships with users should be provided.</p> <p>The Annual Return was approved</p>	
7.2	<p>[REDACTED]</p> <p>The Committee were content with the Annual Return and the analysis of the Executive.</p> <p>The Annual Return was approved.</p>	
8	Change of SQAR	
8.1	<p>[REDACTED] Change of Lead SQAR</p> <p>The Committee approved the application of Lead SQAR.</p>	
8.2	<p>[REDACTED]</p> <p>The Committee discussed the firms SQAR situation including the application to replace the only IFOA member SQAR. The organisation is looking to replace one of its current SQARs whilst they are on secondment to a different department for 18 months. [REDACTED]</p> <p>[REDACTED]</p> <p>The change of SQAR has been approved for the 18-month secondment subject to Committee being satisfied with the response from the organisation</p>	
9	AOB	



Item	Title	Action
9.1	The Committee was advised by the Executive that there will be a Doodle Poll sent out to the Committee members to arrange the Committee meeting dates for 2025. Action	Executive
10	Farewell to Victor	
	The Committee thanked Victor for his great leadership and commitment as Chair of the QAS Committee over the past 6 years and wish him the best of luck for the future.	